

DRML Strategic Technology Plan

DRML Mission Statement

The Deborah Rawson Memorial Library provides community access to information, ideas and enriching experiences.

DRML Technology Vision

The Deborah Rawson Memorial Library will utilize current technologies and provide reliable internet access to enhance our traditional and digital library services. Patrons will be able to access the library 24 hours a day, 7 days a week, through electronic information resources, complementing other materials and services provided by the library. Library staff will serve as a knowledgeable resource for library technology services. We are committed to creating an environment which actively and creatively incorporates technology as a tool in shaping the ways we fulfill our mission and roles.

Technology Goals, Objectives and Activities

Goal 1: Create a technology inventory list and replacement schedule.

- Current age and condition of computers and peripherals by end of Sept.
- Conduct a review of software requirements by the end of Sept. This will include anti-virus and cyber security needs.
- Create a replacement plan by the end of Sept that staggers the replacement of new computers, software, or equipment.

Goal 2: All staff members will be provided with job related and job specific technology skills as needed.

- This includes use of social media for DRML (web page, Facebook, Instagram, Twitter) and all online library resources.
- Staff members will be asked to write hands on tutorials for use by other staff members or the public as required by the DRML Director.

Goal 3: Expand and enhance public access through technology and provide training.

- Current information will be made available through in-person and on-line resources regarding the library's digital collection.
- Tutorials will be linked on website page.

- Monthly educational opportunities will be provided to the public to enhance knowledge and use of online resources. Education will be publicized as part of the monthly DRML newsletter.

Goal 4: Maintain and update the library website and social media outlets to keep the information current and non-offensive. These requirements are assigned to a staff member by the DRML Director.

- Active posts to Facebook weekly and monitor comments weekly.
- Update Twitter and Instagram accounts on a regular basis.

Goal 5: Develop a technology plan budget for projected expenditures based on analysis from goal 1.

- The annual budget for technology will be provided to the DRML board. It will be maintained throughout the fiscal year and include estimates for the expenditures on hardware, software, contracts, telecommunication services, and copier costs.

Goal 6: Maintain a strong relationship with the Vermont Department of Library's IT expert

- This will be used to assist with identification of new software or programs that should be used at DRML.

Evaluation: The director will oversee the implementation of the technology plan and its evaluation. The plan will be reviewed annually by the Technology Committee and reported to the Library Board of Trustees. Planning technology for the future will require flexibility and the ability to adapt and adjust to technical trends and changes. Since technology is constantly evolving, this plan is considered a framework that will guide but not limit the library's use of technology.